

2018 MFTE/IZ/MHA Annual Certification Report- Tips and FAQ

This document supplements the 2018 Annual Certification Report Instructions (3rd tab of [Excel report form](#)) and is intended to be a quick reference for common questions about the report and submission.

Information to Input Into the Report

- **All households occupying designated affordable units for the MFTE, IZ and/or MHA program** for any portion of the 10/1/2017 – 9/30/2018 period must have complete information entered in the report. Entering only the most recent move-ins during the report period is incorrect.
- **All market rate units** must be entered as well, but only the information as of the end of the reporting period (9/30/2018). Choose “Market Rate” in Column 2 immediately to avoid entering information we are not requesting. No household level data is requested for market rate units.

Frequently Asked Questions and General Tips

- **Where do I find the MFTE Program # for Cell C8?** The program # is available [here](#). If the property does not participate in MFTE, leave cell C8 blank.
- **Can I report in the Web-Based Annual Reporting System (WBARS)?** Only properties that current report in WBARS will do so, see the above link if you are not sure. Properties that submit through WBARS are not required to submit an Excel report. If your property is not currently in WBARS, we will not be adding it at this time.
- **Can the Office of Housing remove the report protections to make it easier to enter information?** No, however, it is possible to copy the report format over to another unprotected spreadsheet, complete the report there and bring the information back over to a protected report. Please keep in mind that only a protected report in the original format with all fields entered correctly will be accepted as the final submission.
- **Work left to right for each household.** All cells without a color should have a value entered (even if \$0) with the exception of move-out dates (Column 6), which should only be entered if confirmed. Blue cells are formulas and are protected.
 - Recommend choosing the program designation (Column 2) as soon as possible to avoid entering information not requested. If a cell conditionally formats to black, you do not need to enter the information.
- **Column 12 generates the most questions and is frequently input incorrectly.** We are looking for the most recent rental agreement commencement date as of the end of the reporting period, 9/30/2018. The field must be input whether the household is in a fixed term lease or a month-to-month agreement, a current resident or a move-out. See Instructions tab in Excel report template for examples. The field is incorrect if:

- The date entered is after 9/30/2018
 - The date is simply advanced one year for all tenants and is not reflective of the most recent rental agreement commencement date prior to 9/30/2018
 - The field is left blank for move-outs, or entered after a move-out date
- **Issues with report pulling wrong income or rent schedule year-** Income and rent schedules are typically updated and effective in April/May of each year and do not overlap with the calendar year- this can generate confusion when a move-in on 2/1/2017 uses the 2016 income limits, but for the program it would be correct. If you find that the income and rent schedules pulling for a household appear incorrect, check Columns 14 and 16 to see which schedule was applicable for move-in income and the most current lease renewal or month-to-month period. These columns are based on the move-in date (Column 4) and most recent rental agreement start date as of the end of the reporting period (Column 12) respectively. For reference, the 2017 schedule was effective on 4/14/2017 and 2018 schedule on 5/14/2018.

Submitting the Annual Certification Report

- 1.) **Review the Excel report** to ensure that all income/rent restricted households with tenancies that overlapped any portion of the reporting period have been entered. All information should be checked for consistency with records on site, specifically the following:
 - Move-in and move-out dates for households should not overlap, for example, a move-out on 6/30/2018 and a subsequent move-in in the same unit for 6/15/2018.
 - Column 12 must match the most recent rental agreement commencement date as of 9/30/2018. Month-to-month agreements are rental agreements as well.
 - If Columns 32 or 34 are red (income or rent over maximum allowable), provide note explaining situation in Column 35. If Columns 32 or 34 show “#N/A”, check all previous cells in row to ensure they are complete, accurate and in the correct format.
- 2.) **Complete all fields in the Cover Sheet tab** (first tab in Excel). Owner’s representative will review the report and sign the Certification on the Cover Sheet and scan the document as pdf. The Owner’s representative is attesting to the accuracy of the report, to be used as the basis for compliance with the program(s). Please note typed names are not accepted as signatures.
- 3.) **Submit all reporting materials** to justin.bombara@seattle.gov in a single email no later than Wednesday, 10/31/2018. Avoid submitting the report in reply to old emails that are off topic. The email should contain the following:
 - Subject line: 2018 Annual Certification Report- XXXXX Apartments
 - Attach Excel copy of the 2018 Annual Certification Report
 - Attach pdf copy of the signed report Cover Sheet, found on 1st tab of Excel report

Please note that report templates from 2017 and prior will not be accepted. 2018 reports will not be accepted with protections removed, changes to the report form or tables, or as paper copies. All concerns about the report form should be resolved prior to submission.